

## **Community Room Use Policy**

The Ledding Library Community Room is made available on an equitable, priority basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. The Library does not sponsor or endorse the views of any group using the room.

The Community Room is intended for public events and is not available for private functions (parties, showers, etc.). Recurring requests are not accepted in order to keep the room available for library programs and other patrons.

The Community Room features 84 chairs, 12 tables, a ceiling-mounted projector with a screen and HDMI for computer connections, a lapel mic, and Wi-Fi. We do not provide adapters or a laptop. Maximum (standing room) capacity of the room is 186 people.

The room is available during regular library hours for a maximum of three hours per day. Use of the room must end at least 30 minutes prior to the library closing. Permission may be granted for the following uses on a first-come, first-served basis with priority given in the following order:

1. Priority is given to programs administered or sponsored by the Library or City of Milwaukie. A Library program is defined as any event that promotes library purposes and involves staff in the organization, promotion, presentation, or payment of presenters. These programs have precedence over other meetings, and groups may occasionally be notified to reschedule their meetings to avoid a conflict.
2. The Library Community Room is available for use by non-profit community groups and organizations aiming for the educational, cultural, intellectual, social, or civic betterment of the Milwaukie community and area citizens. Groups and organizations are not permitted to use the room for profit. The use of the room by all groups will be at the discretion of the Library Director or by designated library staff.
3. The Community Room may be used by members of the community during regular library hours for the presentation and exchange of information when the use is not for personal profit or gain.

### Use Guidelines (for use not directly affiliated with the Library):

Requests for use of the Community Room shall be made through the library's website by filling out the Room Reservation Form at least two weeks prior to the requested date. Applications can be made in advance, but no longer than 2 months prior to the date of requested use.

Use of the premises may be terminated at any time by the Director or by designated library staff if the conduct of the group, or any member of the group, is disruptive to

Library service, abusive or dangerous to the building, Library materials, exhibits, furnishings, or individuals in the building.

Organizations may not use the Library's phone number for publicity purposes unless authorized by the Director. When promoting your event, please include the following disclaimer: *The Milwaukie Ledding Library does not sponsor or endorse this event.*

Organizations may serve light refreshments but must dispose of all food and trash after the event.

Library staff is not available to assist with audio visual equipment, carrying materials from parking areas to the Community Room, or arranging and serving refreshments. If you wish to use any of our AV equipment, you must make an appointment to come in before your event for training on how to use it.

The Library will not provide storage for the property of any organization that meets in the Community Room.

The Community Room is to be returned to the condition in which it was found. Organizations must include set-up and clean-up time in reservation requests.

The Community Room may be used by the Library to display art. Those who use the room are not to move or alter the displayed art in any way.

Library staff or representatives may enter any of the library premises at any time and on any occasion.